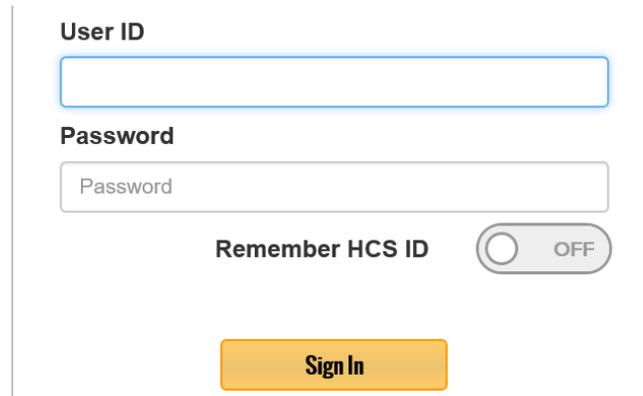


# How a Licensed Practitioner Adds a Designee in the NYS PMP Registry

1. Log into your HCS account at: [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html).



The screenshot shows a login form with the following elements:

- User ID**: A text input field.
- Password**: A text input field with the placeholder text "Password".
- Remember HCS ID**: A toggle switch currently set to "OFF".
- Sign In**: An orange button.

2. Click on NYS PMP logo.



3. Click on 'Designation'.



4. Enter Designee's HCS ID and Click 'Search'.

### Designate User

Enter the designee's HCS ID:

TT123456

Search

5. Verify HCS ID for accuracy and click 'Designate'.

### Designate User

Enter the designee's HCS ID:

TT123456

Search

HCS User ID: TT123456

User Name: Tom Test

Designate

6. Confirmation will display.

**i** The HCS User has been designated to perform patient searches on your behalf.